



INTERNSHIP ANNOUNCEMENT COMMUNICATIONS AND WEB DEVELOPMENT INTERN (PART-TIME (14 hours per week minimum/Unpaid POSITION))

Homeful.LA is an initiative of Inner City Law Center (ICLC). ICLC is a non-profit law firm serving the most vulnerable individuals and families in Los Angeles County. Founded on the fundamental principle that every person should always be treated with dignity and respect, ICLC provides legal representation and advocacy to thousands of homeless and working poor clients, focused on combating slum housing, preventing homelessness, and aiding homeless veterans. With 120 staff and 450+ volunteers, ICLC is the only provider of legal services headquartered on Skid Row and is widely recognized for its expertise on housing and homelessness. Letters of recommendation are available in exchange for consistent participation and great work. Homeful.LA team members also get the opportunity to attend any legal training provided to the law students and staff during their time with ICLC.

Homeful.LA is a volunteer website that provides Angelenos an opportunity to donate their time, resources and voices to tackle homelessness in Los Angeles.

POSITION DESCRIPTION: The Communications and Web Development Intern will help to enhance Homeful.LA's online profile and reputation, implement improvements to our website, expand our influence on social media, and handle on-boarding for new partners and volunteers. We need many more people to know about what we do. When anyone in Southern California thinks about low-income housing or homelessness related issues, we want them to think of ICLC and Homeful.LA. The Communications and Web Development Intern will also provide administrative and online logistics support. The Communications and Web Development will:

- **Complete the on-boarding process for partners:** Solidify partner relationships by maintaining online coordination with other nonprofits through our website and social media platforms. Update partner events weekly on Homeful.LA's social media outlets.
- **Operate communications with volunteers:** Recommend approaches for social media and website display. Fine tune the communication process with volunteers to offer a curated and seamless volunteer experience. Take initiative in implementing the solutions proposed, and assess their effectiveness.
- **Assist in digital analytics monitoring:** Track key performance data from media analytics platforms and social media channels to help guide strategic recommendations. File a report each month recapping outreach performance and recommending new approaches.
- **Provide administrative Program support for Homeful.LA:** Assist with day-to-day administrative Homeful.LA projects and clerical tasks to keep the website, events and communications running smoothly.

Hiring Criteria: Knowledge of WordPress or other web platforms is required. Experience with Canva, Hootsuite, social media analytics, and computer science is helpful. Strong writing and communication skills, along with a general interest in the issue of homelessness preferred.

How to apply: To apply please email cover letter, resume and design and event portfolio to Erin Thompson at ethompson@innercitylaw.org or through our online portal (check Homeful.LA) <https://form.jotform.com/202996458533164>. Call 213.891.3209 for more information.